

KENTUCKY BOARD OF ALCOHOL & DRUG COUNSELORS
BOARD MEETING MINUTES
October 6, 2017

A regular meeting of the Kentucky Board of Alcohol and Drug Counselors was conducted on Friday, October 6, 2017 at 10:00 a.m. the Department of Professional Licensing, 911 Leawood Drive, Frankfort, Kentucky 40601

Members Present

Geoff Wilson, Chair
Timothy Cesario, Vice Chair
Karyn Hascal
Sandra Kelley

Members Absent

Bernard Perconti
Theodore Godlaski

Department of Professional Licensing

Kelly Walls, Board Administrator
Courtney Cook, Operations Section
Robin Vick, Admin. Section Supervisor

Others in Attendance

Ryan Halloran – Board Counsel (Fill-In)
Tony Cotto – Public Protection Cabinet
Jane Oliver – Division of Behavioral Health

Call to Order

Mr. Wilson called the meeting to order at 10:02 a.m.

Minutes

Ms. Hascal made a motion to accept the September 1, 2017 meeting minutes. Mr. Cesario seconded and the motion was carried.

Financial Statement

- The September 2017 financial report was reviewed.

Department of Professional Licensing Report (D.P.L. Report)

- Mr. Wilson inquired about the status of nominations received from KAAP by the Governor's office for the open Board Member positions. Ms. Vick will check with Boards and Commissions on this.
- Ms. Vick informed the Board that the department is beginning to work on initial applications to be built into the online system. This Board will be one of the first where applicants can apply online for their initial registrations, certifications, and licensures. Ms. Vick also reported that 84% of the Boards administered through this department are all renewing online.
- Lieutenant Governor Hampton visited D.P.L. last month and Ms. Walls created a presentation for her visit. The presentation included information about the application process for the Board of Alcohol and Drug Counselors and was well received.
- With online eServices in place and being used frequently by credential holders, Ms. Vick pointed out there are some areas to discuss with the website programmers.
 - o Currently, there are a large amount of "incomplete" submissions online for supervision annual reports – meaning the credential holder still needs to submit additional documentation. The Board will need to decide how long the credential holder's annual documents can remain in the "incomplete" status and what actions the Board will need to take after a certain period of time. Ms. Vick suggested that the Board consider a regulatory amendment to formalize this. At the next meeting of the Board, this will be discussed. It is possible that first, letters need to be mailed to the credential holders advising them of the "incomplete status" and then if no response is received after that, a more formal action may need to take place.
 - o Currently, when a credential holder submits their renewal online, they are not able to enter continuing education courses that were completed during the 90 day grace period. It was set up this way due to how the regulation is written. The Board will need to discuss if it should remain this way, or if completing continuing education courses during the grace period is allowed to be submitted online.

Old Business

- Ms. Kelley made a motion for the next Board training in Supervisory Practices for LCADCs and CADCs to be in Lexington, Kentucky on either January 19th or January 25th, 2017. Ms. Hascal seconded the motion and it was carried. Mr. Wilson has requested for the Kentucky School to consider adding this particular training to their program next July.

New Business

- Ms. Walls participated in the latest IC&RC administrators conference call and reported back to the Board: The long case study has been eliminated from the advanced licensure “AADC” exam; Webinars about IC&RC 101 and ADA accommodations are available upon request; Several jurisdictions have been discussing how to process ethical complaints when the respondent is not yet credentialed; Several jurisdictions are working on an online application process, including Kentucky; Elections will be held at the next IC&RC meeting in Omaha, Nebraska
- The Board discussed questions received via e-mail. Ms. Walls to respond to the inquiries as directed by the Board.
 - o Almost all inquiries were regarding supervision procedures and supervision documentation
 - o One inquiry was regarding the continuing education requirement that at least fifty percent of the required CEUs for renewal must be live, face-to-face presentations. This requirement cannot be waived unless there are specific circumstances as outlined in 201 KAR 35:040 Section 8. Additionally, online college courses and live webinars do not count as live, face-to-face presentations.
- Ms. Walls created helpful documents to assist licensees with renewal requirements, supervision procedures and documentation as well as documents to assist online eServices. Drafts were reviewed and Ms. Kelley made a motion to post the “Supervision Information” and “Renewal/eServices Information” documents on the board website. Ms. Hascal seconded the motion and it was carried. Ms. Walls will gain the appropriate approvals from the Cabinet to post the documents and will continue to develop content for the website. A list of ongoing continuing education course approvals will also be posted on the website.
- The Board reviewed the licensure status report.

Board Counsel Report

- The recently filed regulation 201 KAR 35:080 Voluntary inactive and retired status is now in effect as of September 20th, 2017.
- Ms. Hascal made a motion to file amended regulation 201 KAR 35:070 and KBADC Form 9 as presented. The motion also includes delegating authority to Chairman Wilson to approve the filing of these regulations with LRC suggested amendments. Ms. Kelley seconded the motion and it was carried.
- Mr. Cesario made a motion to amend 201 KAR 35:055 so that the circumstances listed under Section 3 include “insufficient time to complete supervision, work experience, training, and/or examination requirements” and to amend 201 KAR 35:040, Section 9 to clarify requirements for Reactivation. The motion also includes delegating authority to Chairman Wilson to approve the filing of these regulations with LRC suggested amendments. Ms. Kelley seconded the motion and it was carried.

Complaints Committee

- **Complaint #1504** – Waiting for appeal time to expire
- **Complaint #1601** – Waiting for appeal time to expire
- **Complaint #1603** – Waiting on receipt of signed settlement offer.
- **Complaint #1605B** – Waiting for appeal time to expire
- **Complaint #1704A/B** – Letter of revocation has been issued. Waiting for appeal time to expire
- **Complaint #1706** – Ongoing investigation

- **Complaint #1707** – Completed investigation. The Complaints Committee made a motion recommending for the dismissal of this complaint. Ms. Kelley seconded the motion and it was carried.
- **Complaint #1709A/B** - Ongoing investigation
- **Complaint #1711** – The Complaints Committee made a motion recommending for the dismissal of this complaint, due to it falling outside of the jurisdiction of this Board. Mr. Cesario seconded the motion and it was carried.
- **Complaint #1712** – Ongoing
- **Complaint #1713** – Ms. Kelley recused herself. Ms. Hascal made a motion for the Board to file an initiating complaint based on information received by the Board. The motion was seconded by Mr. Cesario. Motion carried.

Temporary CADC Application Review

Ms. Hascal made a motion to accept the application recommendations as specified, so long as the supervisor of record is a current board-approved supervisor and does not have more than 12 supervisees of record:

Alexandria	Allen	Approve
Alyssa	Baker	Approve
Tyesha	Baskin	Approve
Rhonda	Begley	Approve
Elizabeth	Boughen	Approve
Jamie	Brumley	Approve
Ashlee	Collins	Approve
Bridgette	Coy	Approve
Allison	Duff	Approve
Ronald	Espy	Approve
Tiffany	Graves	Approve
Amanda	Greenwell	Approve
Stacey	Hargis	Approve
Richard	Lee	Approve
Royia	Manley	Approve
Jennifer	Mayse	Approve
Michelle	Noel-Bolden	Approve
Obinna	Nwosu	Approve
Robin	Owsley	Approve
Thomas	Rice	Approve
Stephanie	Shepherd	Approve
Eugene	Sisco	Approve
Anna	Sisco	Approve
Jeannie	Smith	Approve
Hannah	Spencer	Approve
Kimberly	Stewart	Approve
Melissa	Suttles	Approve
Linly	Turner	Approve
Onyemauche	Urdu	Approve
Tishara	Watters	Approve
Alicia	Watts	Approve
Wade	Wilkins	Approve

Ms. Kelley seconded the motion to accept these recommendations. Mr. Cesario abstained on respective applications as identified. Motion carried.

Request to Change or Add Supervisor of Record Review

Mr. Wilson made a motion to accept the recommendations as specified below and recommendation as specified via online eServices, so long as the supervisor of record is board-approved to supervise and does not have more than 12 supervisees of record:

- Whitney Rowe – Approve
- Ashley Hurd – Approve
- Amber Gibbs - – Approve
- Madeline Muldoon– Approve
- George Briggs– Approve
- Destiny Conn– Approve
- Janelle White– Approve

Ms. Hascal seconded the motion. Mr. Cesario abstained from respective applications as identified. Motion carried.

Request for Temporary Extension and Renewal Application Review

Mr. Cesario made a motion to accept the applications recommendations as specified by way of online eServices review. Ms. Kelley seconded the motion and it was carried. Mr. Cesario and Mr. Wilson abstained from respective applications as identified.

CADC IC&RC Reciprocity Application Review

Ms. Kelley made a motion to accept the applications recommendations as specified below:

- Britney Brown – Approve
- Holly Benjamin – Approve
- Otis Ray, Sr. - Approve

Mr. Cesario seconded the motion. Motion carried

LCADCA Application Review

Ms. Hascal made a motion to accept the applications recommendations as specified below:

- Bridgett Rogers - Approve

Ms. Kelley seconded the motion. Ms. Cesario abstained. Motion carried

Registered Alcohol and Drug Peer Support Specialist Application Review

Ms. Hascal made a motion to accept the application recommendations as specified below:

- Mary Brian - Approve

Mr. Cesario seconded the motion. Motion carried.

Temporary Registered Alcohol and Drug Peer Support Specialist Application Review

Mr. Cesario made a motion to accept the application recommendations as specified below:

- Nathaniel Heltsley – Approve
- MacMilan Maddox – Approve
- Cassondra Minto – Approve
- Harry Pedigo - Approve

Ms. Hascal seconded the motion. Mr. Cesario abstained from respective applications as identified. Motion carried.

CADC Application Review

Ms. Hascal made a motion to accept the application recommendations as specified below:

- Cynthia Jaschen - Approve

Ms. Kelley seconded the motion. Motion carried.

Request to Provide Supervision Application Review

Mr. Cesario made a motion to accept the application recommendations as specified:

Kenneth	Bucher	Approve
Shanae	Allen	Approve
Bradley	Barnett	Approve
Paulette	Brown	Approve
Caratha	Burse	Approve

Robert	Castle	Approve
	Cole	Approve
Tiffany	Hall	
	Hardin	Approve
Rebecca	Price	
Leon	Heaton	Approve
Mary	Hicks	Approve
Gloria	Kilgore	Approve
Angela	Mayer	Approve
Diana	Rumage	Approve
Kelly	Schuler	Approve
Dolori	Troutt	Approve
Shreeta	Waldon	Approve
Sara	Zsigray	Approve

Ms. Kelley seconded the motion to accept these recommendations. Motion carried.

Continuing Education Application Review

Ms. Kelley made a motion to accept the application recommendations for Continuing Education as specified below:

Individual/Provider Requesting Approval	Program Title	NUMBER OF HOURS	Course Date	Approved
Our Lady of Peace	Compassion Fatigue	2.0	10-30	X
Four Rivers Behavioral Health	Trauma Informed Care	3.0	10-17	X
The Healing Place	Sober 180: Registered Peer Support Specialist Training	38.0	quarterly	X
The Offices of Paul Dalton	Best Practices Symposium	7.0	11-9	X
Baptist Health Paducah	11 th Annual Addictions and Compulsive Behaviors Symposium	6.3	10-21	X
Holly Hill Children's Services	The Intersections of HIV, HCV, and Addictions	2.	11-14	X

Mr. Cesario seconded the motion. Ms. Kelley and Mr. Wilson abstained on respective applications as identified. Motion carried.

Request for Waiver or Extension of Continuing Education Review

Ms. Kelley made a motion to accept the application recommendations as specified below:

- Mary O'Hern – Approve 6 month extension

Ms. Hascal seconded the motion and it was carried..

Reinstatement Review

Ms. Kelley made a motion to accept the application recommendations as specified below:

- Alicia Harrison – Approve with 6 months to complete required CEUs

Ms. Hascal seconded the motion and it was carried.

Request to Take Licensure Exam Review

Ms. Hascal made a motion to accept the application recommendations as specified below:

- Heidi Coleman – Approve

Mr. Cesario seconded the motion. Motion carried.

Travel

Ms. Hascal made a motion to approve payment of travel expenses for eligible members. Mr. Cesario seconded the motion. Motion carried unanimously.

Next Meeting

November 3, 2017 at 10:00 a.m. Department of Professional Licensing, Frankfort, KY.

Adjourn

Ms. Hascal made a motion to adjourn. Ms. Kelley seconded. Motion carried unanimously.

Kentucky Board of Alcohol and Drug Counselors - Geoff Wilson, Board Chair
Minutes prepared by Kelly Walls, Board Administrator